



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: March 9, 2004

SUBJECT: Technology Product Donations

In January, I put a note in the Tuesday E-Mailing about www.techsoup.org which is a useful website for reader friendly technology developments. This organization also offers low cost software purchases for non-profit organizations. Some of the specials include Microsoft Office XP Standard -- \$16 Admin Fee, Microsoft Windows XP Professional Upgrade -- \$8 Admin Fee, and Symantec Client Security (5 user) anti-virus software -- \$35 Admin Fee.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: March 9, 2004

SUBJECT: Minority Publications

Agencies are reminded of the availability of minority owned newspapers and publications when advertising services, contracts, and vacant positions. This list of publications, is provided by the Virginia Press Association (VPA).

Publication Name	Location	Contact Information
Norfolk New Journal and Guide	Norfolk	(757) 543-6531
Richmond Free Press	Richmond	(804) 644-0496
Metro Herald	Alexandria	(703) 548-8891
Shenandoah Valley Hit	Harrisonburg	(540) 432-0416
Roanoke Tribune	Roanoke	(540) 343-0336
Hampton Roads Voice	Hampton Roads	(757) 244-5654
Richmond Voice	Richmond	(804) 644-5617
Asian Fortune	Centreville	(703) 968-0202
Omaid Weekly	Alexandria	(703) 922-6321
Pho Nho Vietnamese	Falls Church	(703) 533-0264
El Tiempo Latino	Arlington	(703) 527-7860
La Conexion	Fredericksburg	(540) 368-5055
Latino Impacto	Annandale	(703) 847-0810
Nuevas Raices	Harrisonburg	(540) 271-0799

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Janet L. Honeycutt
Director of Grant Operations

DATE: March 9, 2004

SUBJECT: MANDATORY Fan Care and Summer Cooling Assistance Programs

Since we have experienced so many problems over the past several years dealing with both the Fan Care and Cooling Assistance Programs, I am going to hold 5 separate training sessions around the state. I have sent an e-mail to the coordinators from your agency for these programs, advising them of this training. Please follow up to make sure that they are aware of this training.

Dates and locations are:

Monday, May 3 - District Three Senior Services - Marion, VA

Monday, May 10 - Virginia Department of Forestry - Charlottesville, VA

Tuesday, May 11 - Rappahannock Area Agency on Aging, Inc. -
Fredericksburg, VA

Monday, May 17 - Lake Country Area Agency on Aging - South Hill, VA

Monday, May 24 - Eastern Shore Area Agency on Aging Community Action
Agency, Inc. - Belle Haven, VA

SUBJECT: MANDATORY Fan Care and Summer Cooling Assistance Programs
Page 2 of 2

All training sessions will be held from 10 AM to noon, longer if there are lots of questions.

While the programs may not seem to be large ones, the combined \$ total of \$127,000 is nothing to sneeze at. These two programs provide valuable assistance to Virginia's low-income seniors who are suffering through our hot, humid summers.

I have asked the coordinators to let me know what session they plan to attend so that I can be sure that the space reserved will hold everyone. I have also, requested that they respond by April 1, 2004.

Let me know if you have any questions

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

DATE: March 9, 2004

SUBJECT: RWJF Grant

Deadline: July 14, 2005

The mission of the Princeton, New Jersey-based Robert Wood Johnson Foundation (<http://www.rwjf.org/>) is to improve the health and healthcare of all Americans.

The Local Initiative Funding Partners program, a partnership between the foundation and local grant makers, supports innovative, community-based projects designed to improve health and healthcare for society's most vulnerable people. RWJF invites grant making organizations -- including independent and private foundations, family and community foundations, and corporate and other philanthropies -- to recommend dynamic projects for this funding partnership.

LIFP provides grants of \$100,000 to \$500,000 per project, which must be matched dollar-for-dollar by local grant makers. The total award is paid out over a three- or four-year period. In 2005, up to \$7.5 million will be awarded.

To be eligible for the program, projects must offer community-based services that are new and innovative for the community, if not the county, state, or nation. Significant program expansions may also be considered. In addition, projects must be nominated by a local grant maker interested in participating as one of the funding partners. Local funders must be willing to work with grantees to obtain sufficient dollar-for-dollar matching funds throughout the grant period.

SUBJECT: RWJF Grant
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For more information, eligibility requirements, and detailed application guidelines, see the RWJF Web site.

RFP Link: <http://www.rwjf.org/cfp/lifp>

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: March 9, 2004

SUBJECT: Adult Day Care – Best Practices

The Alzheimer's Family Day Center (AFDC) in Falls Church, Virginia has developed an orientation/training checklist for employees at the center. This comprehensive orientation for persons working with individuals with Alzheimer's Disease or other forms of dementia in an adult day care setting is attached to this memorandum in pdf. format.

Lin Noyes, PhD, RN, Alzheimer's Family Day Center's founder and clinical director, presented the findings of "Demonstrating the Effects of Physical Therapy and Tai Chi for People with Alzheimer's Disease in Adult Day Care: Lessons Learned" at the National Adult Day Services Association's second conference on January 30-31 in New Orleans. Funded by a \$250,000 grant from the Administration on Aging, the demonstration revealed:

- Mobility issues come from normal aging, immobility, symptoms of Alzheimer's disease and premature caregiver interventions. This cascade of decline can be influenced by physical therapy interventions.
- Physical therapy works for people in mid to late stages of dementia in many cases when the family/caregiver is used as an interpreter and remedial communication techniques are used.
- Caregivers can learn transfer and mobility techniques to promote continued functioning in older adults with Alzheimer's disease. *

For twenty years the Alzheimer's Family Day Center has served persons in varying stages of dementia, including those in the late stages of the disease. With the help of a

SUBJECT: Adult Day Care – Best Practices

Page 2 of 2

Virginia Respite Care Grant from the Commonwealth of Virginia and issued by the Virginia Department for the Aging, the center will be moving to a new facility in March, 2004. For further information on AFDC, contact www.AlzheimersFDC.org.

* AFDC Press Release January 29, 2004

National Family Caregiver Support Program Data
Collection Form

COMMONWEALTH OF VIRGINIA
PART E. (Statewide Expenditures and Service Data)

NFCSP Group	NFCSP Group Titles	TOTAL	Title III-E	
		Title III-E Expenditures	UNITS	People Served
A	Information	\$794,739	176,759	3,321
B	Assistance	\$305,248	25,649	478
C	Counseling, Support Groups and Training	\$212,117	7,872	3,167
D	Respite	\$1,626,929	176,454	1,417
E	Supplemental Services	\$173,927	24,193	992
TOTAL		\$3,112,960	410,927	9,375

Breakdown by Service

NFCSP Group	Service Program	Title III-E	Total	Title III-E Percent	Total		Title III-E		Unit Description
		Expenditures	Expenditures	Expenditures	UNITS	People Served	UNITS	People Served	
A	Elder Abuse	\$32,453	\$171,162	18.96%	6,828	1,053	1,295	200	contacts
A	Information & Assistance	\$372,242	\$3,481,949	10.69%	178,636	28,886	19,097	3,088	contacts
A	Ombudsman	\$36,807	\$1,082,659	3.40%	1,944	828	66	28	complaints
A	Public Information & Education (PIE)	\$189,801	\$832,576	22.80%	681,701		155,407	NA	contacts
A	Information Services (III-E only)	\$163,436	\$163,436	100.00%	894	5	894	5	contacts
B	Care Coordination	\$41,861	\$1,958,017	2.14%	9,727	489	208	10	hours
B	LTC Coordination	\$0	\$418,895	0.00%	8,220		0	0	hours
B	Transportation	\$192,462	\$5,306,327	3.63%	672,383	11,135	24,388	404	one-way trips
B	Access Assistance (Title III-E only)	\$70,925	\$70,925	100.00%	1,054	64	1,054	64	contacts
C	Disease Prevention	\$31,519	\$405,642	7.77%	46,426	18,519	3,607	1,439	hours
C	Health Screening	\$3,186	\$116,544	2.73%	7,879	7,747	215	212	hours
C	Legal Assistance	\$25,903	\$356,575	7.26%	6,823	451	496	33	cases
C	Medication Management	\$107,282	\$286,162	37.49%	8,854	3,511	3,319	1,316	hours
C	Counseling (Title III-E only)	\$44,226	\$44,226	100.00%	234	167	234	167	sessions
D	Adult Day Care	\$285,334	\$1,958,017	14.57%	348,321	662	50,759	96	hours
D	Checking	\$0	\$208,347	0.00%	63,956	1,925	0	0	contacts
D	Chore	\$93,827	\$166,067	56.50%	6,521	564	3,684	319	hours
D	Home Delivered Meals	\$220,507	\$10,765,732	2.05%	2,732,116	14,089	55,960	289	meals
D	Homemaker	\$436,259	\$3,055,005	14.28%	231,411	2,896	33,046	414	hours
D	Personal Care	\$591,002	\$3,252,119	18.17%	181,613	1,650	33,004	300	hours
E	Emergency	\$73,442	\$500,717	14.67%	20,123	3,048	2,952	447	contacts
E	Money Management	\$4,000	\$124,927	0.00%	1,644	67	0	0	hours
E	Residential Repair	\$12,490	\$87,158	14.33%	861	623	123	89	homes
E	Socialization & Recreation	\$12,000	\$654,205	1.83%	471,772	10574	8,654	194	hours
E	Volunteer	\$65,793	\$397,551	16.55%	73,902	1,551	12,230	257	hours
E	Supplemental Services (Title III-E only)	\$6,202	\$6,202	100.00%	234	5	234	5	hours

N/A	Congregate Meals			
N/A	Employment			
N/A	ID Discount			
N/A	Prep & Administration (Not Included Above)	\$63,674	\$2,649,423	2.40%

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Trudy Maske

DATE: March 9, 2004

SUBJECT: AARP Information Sessions

VDA has received the schedule for the state AARP information sessions on the new Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (MMA). It was sent to VDA by Bill Kallio, State AARP Director. AARP will be holding nineteen sessions around the state during the month of April. They are all morning sessions 9:00 am – 11:30 am at this point. Afternoon sessions will be added if the volume of attendance warrants such a need.

Please remember that VDA has advised the state AARP office that we will not participate, or lend the "VICAP" name to these sessions. The rationale is threefold for this decision and is stated in the February 24, 2004 memo from E. Janet Riddick.

This information is advisory only. Each AAA should make its own decision as to whether the agency would like to participate in these activities. VDA ask only that if you choose to participate, that staff be identified as area agency staff, not as VICAP staff.

Thank you and should you have any questions, please address them to me at 804-662-7671 or trudy.maske@vda.virginia.gov.

AARP Virginia 2004 Medicare Seminars

April 1	Danville North Main Baptist Church 2818 North Main Street Danville, VA	Mariette
	Lynchburg Holiday Inn Select 601 Main Street Lynchburg, VA	Bill
April 6	Hopewell/Petersburg Woodlawn Learning Center 1100 Dinwiddie Ave. Hopewell, VA	Brian
	Winchester Moose Lodge No. 1283 215 E. Cork Street Winchester, VA	Mariette
April 7	Fredericksburg Holiday Inn Select 2801 Plank Rd. Fredericksburg, VA	Mariette
April 8	Williamsburg Ramada Inn 1776 Resort Hotel 725 Bypass Rd. Williamsburg, VA	Brian
April 9	Harrisonburg Four Points Sheraton 1400 East Market Street Harrisonburg, VA	Mariette
April 12	Virginia Beach Virginia Beach Public Library 4100 Virginia Beach Blvd. Virginia Beach, VA	Brian



April 13	Manassas Holiday Inn Manassas 10800 Vandor Lane Manassas, VA	Mariette
April 14	Eastern Shore Elks Lodge #1766 22454 Front Street Accomac, VA	Brian
April 15	Sterling Holiday Inn Dulles 1000 Sully Road Sterling, VA	Mariette
April 16	Fairfax American Legion Hall Fairfax Post 177 3939 Oak Street Fairfax, VA	Mariette
April 19	Roanoke/Salem Salem Civic Center 1001 Boulevard Salem, VA	Mariette
April 20	Marion W.W. Scott Senior Citizen Center 307 S. Park Street Marion, VA	Bill
April 21	Big Stone Gap Goodloe Center Mountain Empire Community College Big Stone Gap, VA	Bill
April 23	Richmond Fifth Baptist Church 1415 West Cary St. Richmond, VA	Brian
April 27	Chesapeake Chesapeake Conference Center 900 Greenbrier Circle Chesapeake, VA	Brian



April 27 **Annandale** Mariette
United Methodist Church
6935 Columbia Pike
Annandale, VA

April 28 **Newport News** Brian
Mary Immaculate Hospital
Health Resource Center
2 Bernardine Drive
Newport News, VA

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Carol Cooper Driskill

DATE: March 9, 2004

SUBJECT: Rescheduled AAA Nutrition Directors Meeting & Training

The AAA Nutrition Directors Meeting and Training is rescheduled for **Friday, May 7, 2004** in Charlottesville at Virginia Department of Forestry Central Office. While I believe it is important for a representative from each AAA to attend, the training is not mandatory. There is no limit on the number of attendees from each AAA; subcontractors are welcome.

The following is attached:

- Information Sheet
- Registration Form – Fax to Carol Driskill at VDA by April 30 even if no one is attending from your agency
- Lodging – Call Fairfield Inn Charlottesville North directly by April 23
- Map

The agenda is still under construction but will include nutrition directors discussing fundraising, best practices, and responding to budgetary issues. There will be time for networking and sharing. See the Information Sheet about items to bring. I plan to pair “seasoned” directors with “less seasoned” directors.

I propose that our next training be held in October/November 2004 with Dr. Eleanor Schlenker to discuss implementation of DRIs in Virginia

SUBJECT: Rescheduled AAA Nutrition Directors Meeting & Training
Page 2 of 2

Please contact me with any questions or concerns. I can be reached by telephone (804) 662-9319 or email: Carol.Driskill@vda.virginia.gov (new email address). I look forward to seeing you in Charlottesville on May 7th!

AAA Nutrition Directors *Rescheduled Fall Meeting & Training*
Friday, May 7, 2004 from 10:00 a.m. – 4:00 p.m.
Charlottesville

Agenda: Still under construction but will include AAA nutrition directors discussing fundraising, best practices, and responding to budgetary issues. I'll contact everyone in April with his or her topic. There will be time for networking and sharing. I also plan to pair "seasoned" directors with "less seasoned" directors.

Location: Virginia Department of Forestry Central Office, Fontaine Research Park, 900 Natural Resources Drive, Suite 800, Charlottesville. Telephone: (434) 977-6555. Map enclosed.

Registration Form: *Please fax the enclosed registration form to Carol Driskill at VDA by April 30, even if no one is able to attend from your agency.*

Guest Rooms: *Fairfield Inn Charlottesville North*
Rooms are being held for May 6 & May 7. *Call the Fairfield Inn directly (434) 964-9411 by April 23, 2004 to reserve a room under "Department for the Aging Group Block."* State rate for one person is \$60.00/night plus 9.5% tax. A continental breakfast is available. Fairfield Inn Charlottesville North, 577 Branchlands Boulevard, Charlottesville, (434) 964-9411.

Morning Coffee: There is a café within the building if you wish to purchase morning coffee.

Lunch: We'll order lunch after everyone arrives. Each attendee will pay the cafe directly; prices vary.

Dress: Casual and comfortable; jeans are fine.

Swap & Share: *Please bring 28 copies of current menus for distribution.* If you have additional information to share, bring 28 copies so each AAA can receive one copy of each item; *examples:*

- Fundraising information
- Handouts - brochures – printed materials
- Innovative materials and best practices
- *Examples of policy and procedure such as:*
 - Weather related emergencies & other situations that affect service delivery
 - Food server or employee health & hygiene
 - Procedures for volunteers who deliver meals
 - Program evaluation plans, including monitoring of subcontractors
 - Liquid supplements & medical foods
 - Use of nutritional screening form

Next Meeting: I propose that our next training meeting be held in October/November 2004 with Dr. Eleanor Schlenker to discuss implementation of DRIs in Virginia



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Carol Cooper Driskill

DATE: March 9, 2004

**SUBJECT: Training for Congregate Nutrition Site and Senior Center Staff
How to Tame Your Stress and Develop an "I CAN" Attitude**

Once again, Piedmont Geriatric Institute in Burkeville will provide training workshops for congregate nutrition site and senior center staff. Subcontractors are welcome. The same program will be repeated on Thursday, April 8, 2004 and Tuesday, May 18th. Workshop presenters are Nellie Coleman, MEd and Adenike Webb, MT-BC. A meeting with me will follow the workshop and end at 4:00 pm. Please find enclosed:

- Flyer
- Information sheet
- Registration form

The deadline to register for either session is April 1, 2004. Space is limited so register early! Sessions will be combined if minimum enrollment is not achieved. The cost per person is \$25.00 and includes instructional and activity materials, certificate of completion, lunch, and beverages.

Piedmont Geriatric Institute handles all registration and payment activities, which can be done by mail, fax, telephone, or email. Please see the attached information.

Please contact me with any questions at (804) 662-9319 or Carol.Driskill@vda.virginia.gov (new email address). Thank you.

How to Tame Your Stress and Develop an “I CAN” Attitude

AAA Congregate Site and Senior Center Staff Workshop



Attend One:

Thursday, April 8, 2004 or Tuesday, May 18, 2004

10:00 am – 4:00 pm

Piedmont Geriatric Hospital, Burkeville

Workshop Presenters: Nellie Coleman, MEd, and Adenike Webb, MT-BC

\$25/person includes instructional & activity materials, certificate, lunch, & beverages

Register directly with Piedmont Geriatric Institute by April 1, 2004

For most of us, a job well done helps us to be satisfied with our work and feel less stressed - even in less than perfect circumstances. At the same time, stress may reduce our job performance leading to more stress. Because of this circular relationship, we must “attack” our stress from different levels. We need stress reducing strategies available when we feel stressed and we must also increase opportunities for job satisfaction so we feel good about our work. These techniques require learning and practicing problem solving in different ways. When we master problem solving in one area, we often remember it in other situations and know that we can do it again!

In this workshop, you will learn and practice:

- Optimizing relaxation
- Selecting and using music for relaxation
- Finding your comfort level and feeling good about creative activities for clients
- Developing problem solving skills while doing creative activities
- Generalizing problem solving skills in other life situations, thus, practicing an “I Can” attitude

For more information, contact Carol Driskill,
Virginia Department for the Aging (804) 662-9319

Sponsored by



AAA Congregate Site & Senior Center Staff Training

How to Tame Your Stress and Develop an “I CAN” Attitude

Thursday, April 8, 2004 or Tuesday, May 18, 2004 (Attend one)

10:00 a.m. – 4:00 p.m.

Piedmont Geriatric Hospital (Building 29) in Burkeville, Virginia

This workshop is for congregate nutrition site and senior center staff and will be presented by Nellie Coleman, MEd & Adenike Webb, MT-BC. A meeting with Carol Driskill from VDA will follow the workshop and end at 4:00 pm.

For most of us, a job well done helps us to be satisfied with our work and feel less stressed - even in less than perfect circumstances. At the same time, stress may reduce our job performance leading to more stress. Because of this circular relationship, we must “attack” our stress from different levels. We need stress reducing strategies available when we feel stressed and we must also increase opportunities for job satisfaction so we feel good about our work. These techniques require learning and practicing problem solving in different ways. When we master problem solving in one area, we often remember it in other situations and know that we can do it again!

In this workshop, you will learn & practice:

- Optimizing relaxation
- Selecting and using music for relaxation
- Finding your comfort level and feeling good about creative activities for clients
- Developing problem solving skills while doing creative activities
- Generalizing problem solving skills in other life situations & practicing an “I Can” attitude

Location: Piedmont Geriatric Hospital - Building 29 - Room G5. (434) 767-4521. The hospital is near the convergence of Routes 360 and Routes 460 in Burkeville; signs are posted. 18 miles east of Farmville, 100 miles east of Danville, 55 miles west of Richmond, 130 miles west of Norfolk.

Cost: \$25 per person includes instructional & activity materials, morning coffee, lunch (sandwich, chips, cookie, drink) & Certificate of Completion. Non-refundable payment is made directly to Piedmont Geriatric Institute.

Registration Options: Register directly with Piedmont Geriatric Institute

- Mail registration form and check to Piedmont Geriatric Institute, P.O. Box 427, Burkeville, VA, 23922-0427 or
- Call registration in to Christy Ballou (Piedmont Geriatric Institute) at 434-767-4521 or
- Fax registration to Piedmont Geriatric Institute at 434-767-4947 or
- Email registration information to Christy Ballou at cballou@pgh.state.va.us

Registration deadline is April 1, 2004. Space is limited to 30 people each session; sessions will be combined if needed for minimum enrollment.

Dress: Casual & comfortable.

Guest Rooms: Comfort Inn, Burkeville. Call the Comfort Inn directly at (434) 767-3750. State rate is \$55.00 plus tax. Motel is located at 419 North Agnew Street, Burkeville, at intersection of Route 460 and North Agnew Street. Driving West on Route 460, the hotel is after the hospital. Driving East on Route 460, the hotel is before the hospital.

REGISTRATION FORM
Training for AAA Congregate Site & Senior Center Staff

How to Tame Your Stress and Develop an “I CAN” Attitude

Piedmont Geriatric Institute, Burkeville

10:00 a.m. – 4:00 p.m.

Attend One:

Thursday, April 8, 2004 or Tuesday, *May 18*, 2004

Registration deadline is April 1, 2004

AAA Name _____ AAA Location _____

Contact Person _____ Telephone _____

Name & Title of Attendee Please print clearly Note any needed special accommodations	April 8	May 18	Check Enclosed	Check Being Mailed

The deadline to register for either session is April 1, 2004. Space is limited so register early!
Sessions will be combined if minimum enrollment is not achieved.

Mail registration directly to Piedmont Geriatric Institute (PGI), P.O. Box 427, Burkeville, VA, 23922-0427 or call your registration to Christy Ballou (PGI) at 434-767-4521 or fax your registration to PGI at 434-767-4947 or email cballou@pgh.state.va.us.

Make checks payable to PGI. Cost is \$25.00 per person and is non-refundable.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Marsha Mucha

DATE: March 9, 2004

SUBJECT: Commonwealth Council on Aging Meeting Minutes

Attached for your information are the minutes from the December 4, 2003 Commonwealth Council on Aging meeting.

If you have any questions or would like additional information, please let me know.

Commonwealth Council on Aging

Meeting Minutes

December 4, 2003

Virginia Department for the Aging Conference Room

Members Present: Betty M. Bowden Judi Reid
Mary Lee Cantor Xavier Richardson
Dr. Barbara Chrisley Elvira Shaw
Jack Hilton Raymond Spalek
Judith Koziol Barbara Taylor
Adolphus Nelum Erica Wood
Suzanne Obenshain

Ex-Officio Present: Diana Thorpe, *Department of Medical Assistance Services*

Members Absent: J. W. Burton
David Cash
Catherine Galvin
Shirley Rogers
Ella Brown Wright

Ex-Officio Absent: Terry Smith, *Department of Social Services*

Guests: Cary Speidell, *SeniorNavigator*
Carter Harrison, *Alzheimer's Association*

Staff: Jay W. DeBoer, J.D., *Commissioner*
Tim Catherman, *Deputy Commissioner, Support Services*
Bill Peterson, *Deputy Commissioner, Programs*
Ann Rasmussen, *MSW Intern*
Marsha Mucha, *Administrative Staff Assistant*

Meeting Called to Order

Mrs. Judi Reid, Chairman of the Commonwealth Council on Aging, called the meeting to order at 10:00 a.m. Commissioner DeBoer presented Mrs. Reid with her gavel to begin her new term as Chairman of the Council.

The minutes of the September 4, 2003 meeting were reviewed and approved with a correction noted under the Planning and Development Committee Report, Housing, correcting 1993 to 2003, for the provision of the Housing Study Commission to examine the "visitability" issue.

Commissioner's Report

Commissioner DeBoer thanked the members for their attendance at today's meeting. He reported that budgetary and legislative preparations were underway. Commissioner DeBoer noted that the Governor's budget would be announced on December 17, 2003 and would include a tax and spending reform plan. Secretary Woods will meet with the Council later today to discuss the Governor's spending and tax reform plan.

Commissioner DeBoer thanked Mrs. Reid and Council members for their attendance at the Governor's Conference on Aging. He noted that comments from the Conference were in the process of being assembled and would be shared at a future date.

Commissioner DeBoer reported that the Virginia Department for the Aging's (VDA's) offices would be moving to the Almond Building sometime in February or March. He noted that all staff would be occupying one area and that there should be a very comfortable space for Council meetings.

Commissioner DeBoer reported that the federal government was in the process of trying to produce a budget for the current fiscal year. Their proposed spending contains a cut of .59% across the board from fiscal year 2003 for all programs that are not defense spending. Mr. Catherman and his staff will analyze the funding for aging services.

Commissioner DeBoer updated Council members concerning the effects of Hurricane Isabel. He noted that VDA's offices were without power until late Thursday afternoon, September 25, 2003, but most staff worked out of the conference room with the use of generators for computers and phones.

He explained that the area agencies on aging (AAAs) most affected by the hurricane were Bay Aging, Peninsula Area Agency on Aging, and Senior Services of Southeastern Virginia. Bay Aging lost their roof and their building was flooded due to storm surge. Several days later they suffered a tornado. Senior communities had been stocked in advance of the hurricane with emergency meals and provisions. Commissioner DeBoer went on to explain that the AAAs are not equipped to be emergency responders but they were pressed into service as emergency responders by necessity. Bay Aging was requested to not only feed its client base but a lot of additional people. In the Bay Aging service area, the National Guard made a delivery of military Meals Ready to Eat (MREs) and then of other shelf staple meals that were brought in.

Commissioner DeBoer reported total hurricane damage to the AAAs of approximately \$190,000 that was not insured. VDA applied to the Administration on Aging (AoA) for an emergency fund grant and received \$11,000 of the very limited funds that were available.

VDA also submitted an application to the Federal Emergency Management Agency (FEMA) for the balance of the damages. FEMA retroactively designated VDA as an emergency responder. Commissioner DeBoer explained that, if VDA's application were approved, 75% of the remaining damages would be covered by federal funds.

At the conclusion of Commissioner DeBoer's report, Mrs. Reid commended VDA on their work during the hurricane and she thanked Commissioner DeBoer for introducing those from the Council who attended the Governor's Conference on Aging.

Legislative Committee Report

Mrs. Suzanne Obenshain, Chairman of the Legislative Committee, introduced Delegate Jack Reid. She noted that he has been the patron for the Council's request for ombudsman and transportation funding during the last three legislative sessions.

Mr. Reid spoke briefly about the budget process. He reported that budget hearings would be held around the state on January 6, 2004, beginning at noon at the following locations:

- *Martinsville* – Patrick Henry Community College
- *Woodbridge* – Northern Virginia Community College in Woodbridge
- *Newport News* – Christopher Newport University
- *Augusta County*- the County Government Center

On Monday, January 19, 2004 at 1:00 p.m., a statewide budget meeting will be held in Richmond at the General Assembly Building.

Mr. Reid will present the Council's legislative recommendations at the budget hearing in Martinsville. He also noted that he will look further into the Council's legislative recommendation for an aging study.

After Mr. Reid's comments, Mrs. Obenshain noted that it was imperative that all Council members meet with their legislators to let them know the importance of these recommendations. She further noted that the next Council meeting would be held during the General Assembly Session. Council members will meet at the Virginia Center on Aging's Legislative Breakfast at St. Paul's Episcopal Church on January 28, 2004, and then visit legislators in their offices at the General Assembly Building. Mrs. Obenshain recommended setting up those appointments before hand and perhaps coordinating with the local AAA director for a joint visit. She noted that several members of the Legislative Committee plan to visit members of Senate Finance and House Appropriations on January 28, 2004.

Mrs. Obenshain explained that the Council's Annual Report would be sent to the legislators in advance of the General Assembly Session but she asked Council members to also take a copy with them when they visit. She also encouraged Council members to distribute the Annual Report to local community organizations, town councils, etc. to make local communities aware of the Council's legislative recommendations.

Mrs. Obenshain requested that Council members cover each of the January 6, 2004 budget hearings. Those asked to attend or will be asked to attend are as follows:

- *Martinsville* – J. W. Burton
- *Woodbridge* – Mr. Hilton, Mr. Nelum and Mrs. Wood
- *Newport News* – Betty Bowden

- *Augusta County* – Mr. Cash and Mrs. Obenshain

Mrs. Obenshain asked that as many Council members as possible attend the statewide budget meeting scheduled for January 19, 2004, in Richmond.

Mrs. Obenshain also noted that, because of Mr. Reid's comments, the Council should decide what choice would be made between ombudsman funding and transportation funding, if the Council is asked to make that choice. After further discussion, the Council decided to choose ombudsman funding over transportation funding, if it became necessary, but to continue to pursue all of the Council's legislative recommendations.

Once budget conferees are known, Dr. Peterson will disseminate that information to all Council members. Dr. Peterson will also disseminate a list of all introduced legislation of interest to older Virginians and their families. At the end of the Session, he will also notify Council members of which pieces of legislation passed. Dr. Peterson also noted that, on January 18 – January 24, 2004, VDA would have a display at the General Assembly Building.

Dr. Peterson noted that, once the Virginia Coalition for the Aging's legislative platform is available, he would share it with Council members. Mrs. Wood explained that, during the upcoming Virginia Coalition for the Aging Conference, an Elder Rights Coalition Legislative Forum would be held and would provide an opportunity for all aging organizations in the state to present their legislative platforms. She noted that the Council's Annual Report would be made available at that meeting.

Mrs. Koziol will be the Council's contact for Partners for Virginia's Sake, a group of human services representatives that meets weekly during the General Assembly Session and once a month year round.

In closing, Dr. Peterson encouraged the Legislative Committee to include Ms. Joani Latimer, State Long-Term Care Ombudsman, as a resource for the ombudsman funding issue. The Long-Term Care Ombudsman Program will be included as a presentation at a future Council meeting.

Public Relations Committee Report

Mrs. Barbara Taylor, Chairman of the Public Relations Committee, reported on the following:

- The Annual Report is at the printers and will be disseminated to members of the legislature, AAAs, etc.
- The aging facts letter was distributed to members of the legislature along with aging statistics for their district.
- The home accessibility tax credit fact sheet was distributed at the Governor's Conference on Aging.

Mrs. Reid reported that there had been some interest in tightening up the Public Relations Committee's responsibilities, which would be discussed further during the Planning and Development Committee's report. Dr. Peterson suggested that the Public Relations Committee might want to work more closely with SeniorNavigator.

The next Public Relations Committee meeting will be held directly after the January 28, 2004 Council meeting.

Planning and Development Committee Report

Mr. Jack Hilton, Chairman of the Planning and Development Committee, reported on the following:

- *Transportation System* – Mr. Hilton reported that both Mr. Burton and Mr. Cash have made some progress in getting their communities to provide some funding and transportation assets to help the elderly and disabled with their transportation needs. He encouraged each member to work with their communities to help enhance transportation assets. Mr. Hilton reported on several transportation initiatives in the Northern Virginia area.
- *Affordable Suitable Housing* – Mrs. Wood reported that the housing subcommittee has focused attention on a bill passed by the 1999 General Assembly Session to provide a tax credit for making homes accessible. A flyer on the tax credit was distributed at the Governor's Conference on Aging. The next step will be to publicize the tax credit through the AAAs, AARP Chapters, etc.

The subcommittee has also been tracking the progress of the "Visitability" Committee of the Housing Study Commission. The committee has finished their work and has developed an excellent series of incentives for public/private partnerships and incentives for ways the building industry can begin to voluntarily build more accessible homes. The package also calls for education of those who work in all facets of the building industry, from architects and real estate agents to homebuilders. One piece that might be especially important for the Council is educating local communities about "visitability".

- *Community-Based Services/Support for Caregivers* – Mrs. Koziol reported that the subcommittee has been meeting throughout the year. She reported that Mrs. Reid has joined the subcommittee, replacing Dr. Chambers. The subcommittee has had presentations by various interested parties and has also received some needs surveys. The subcommittee has also begun to learn about the community services that are available and those that are needed. The subcommittee will meet to discuss a home care program-training course that the Red Cross is offering and the subcommittee would also like to learn more about naturally occurring retirement communities.

Mrs. Thorpe explained that, during the summer, the Department of Medical Assistance Services (DMAS) changed its consumer directed personal attendant services waiver. In order to be eligible for the waiver, the individual must be nursing home eligible but able to remain at home. The change in the waiver allows spouses, adult children, guardians and parents to direct care on behalf of an individual rather than an agency directing the care.

- *Health Care System* – Mrs. Galvin was not in attendance and no report was given.
- *Planning for Successful Aging* – Mrs. Bowden reported the subcommittee has been discussing ideas that include:
 - Examining best practices of the AAAs.
 - Developing a press release for the spring of 2004 encouraging employers to hire older workers.
 - Working with the Department of Education to help older workers develop skills for the technology age.
 - Working with the Department of Conservation and Recreation and the Health Department to encourage seniors to participate in health and exercise programs.
 - Working with VDA on volunteer opportunities for seniors. Mrs. Bowden has also spoken with SeniorNavigator staff about showcasing volunteer opportunities on their website. The subcommittee will ask local newspapers to list volunteer opportunities for their communities and perhaps highlight a senior volunteer.
 - Working with schools concerning aging issues and adult abuse. Mrs. Bowden has drafted a letter to the Department of Social Services (DSS) seeking their involvement in this project.
- *Visibility of Aging Issues in all Facets of State Government* – Mr. Richardson reported that the subcommittee met earlier today and their goal is to increase the awareness of policymakers in the Commonwealth about the impact of the growing number of older Virginians. He explained that the subcommittee defined policymakers as not only state legislators and appointed state officials but also local elected and appointed officials. The subcommittee has been discussing ideas that include:
 - Reviewing best practices of other states and collaborating with neighboring states that may have similar programs.
 - Disseminating VDA materials and publications to assure that all facets of the community are well informed about aging issues and developments. The subcommittee believes that there are tremendous opportunities to work with both the Legislative Committee as well as the Public Relations Committee to get the message out to all candidates running for office on the importance of aging issues.
 - Encouraging participation and/or assignment of seniors and senior advocates to all committees, both at the state and local level.
 - Developing town meetings to be conducted annually and an annual presentation to city councils and/or boards of supervisors.
 - Developing a publicity campaign to call attention to the valuable assets seniors bring by serving on committees and as board members.
 - Identifying “Senior Champions”. People who carry the banner of the issues of seniors at the General Assembly level and in their localities.

- Reviewing funding sources and strongly advocating that local, community, and hospital foundations provide a sizeable amount of funding for programs that are directed toward the needs of our aging population.

Future Direction and Discussion of Committee and Workgroup Structure

Mrs. Reid explained that an Executive Committee meeting was held directly before today's Council meeting. She explained that a discussion was held concerning the huge nature of the Council's committee structure, which focuses mostly on the Planning and Development Committee's subcommittees and how they relate to the Legislative and Public Relations Committees. Mrs. Reid further reported that, as a result of the Executive Committee's discussion, the Executive Committee was recommending that the full Council focus on the Legislative platform for the upcoming General Assembly Session. At the January 2004 meeting, the Council would review the Planning and Development Committee's Strategic Plan and prioritize the goals and strategies, in accordance with the Council's section of the Code of Virginia, for the Council's 2004 focus. The full Council voted to adopt the Executive Committee's recommendations.

Update on the Governor's Budget and Tax Reform Proposal

The Honorable Jane H. Woods, Secretary of Health and Human Resources highlighted elements of the Governor's proposed tax reform plan. Secretary Woods reported that there are over 5,000 fewer in the state workforce and over 50 agencies, boards and commissions have been eliminated. Every state agency, with the exception of public education, has been cut approximately 20% and the Administration has tried to bring some business practices to state government such as consolidated procurement.

Secretary Woods continued by saying that, even with what had already been done, there is still approximately \$1.5 billion needed in order to close the gap in mandated spending and revenues. She noted that the Governor's proposed tax reform plan would not totally close that gap and she noted that there would be some targeted additional cuts within the Governor's budget.

Secretary Woods encouraged Council members to attend the regional budget hearings and to take advantage of the Council's unique position to address the needs of Virginia's seniors before the money committees. In closing, she noted that Administration and the legislators welcome the Council's ideas and recommendations.

Other Business

Mr. Catherman distributed copies of an analysis conducted on the federal funding that Commissioner DeBoer spoke of during his report. Mr. Catherman reported that, even though there is an across the board cut in aging programs, several programs would be gaining funding:

- Family Caregiver approximately 2.5%
- Ombudsman approximately 4.8%
- Low-Income Home Energy Assistance Program approximately 11%

Mrs. Reid reminded Council members to submit their Governor's Conference registration paperwork to VDA for reimbursement.

Next Meeting

The next Council meeting will be held on January 28, 2004 at 11:00 a.m.

Public Comments

There were no public comments.

Adjournment

There being no further business the meeting was adjourned at 2:00 p.m.

 03-04-04
Barbara Taylor, Secretary Date